



**Space Management Advisory Committee
Meeting Minutes**

November 14, 2014
1:00pm-2:00pm EPIC 1332

Voting and Ex Officio Members in Attendance: Frank Fleming, Kevin Hyatt, Phil Jones, Richard LaLiberte, Nick Patel, Jay Raja, Lee Gray, Chip Yensan

Old Business:

- I. Review and Approval of October 17, 2014 Meeting Minutes
 - a. Motion: To approve meeting minutes of 8/19/14 as presented. (L. Raja; P. Jones)
 - i. Motion to approve meeting minutes approved unanimously.
- II. Intent to Vacate for King
 - a. The Division of University Advancement issued Intent to Vacate was amended to include the addition of King 118. Corrected copies of this Intent to Vacate were sent out to all SMAC committee members by C. Yensan.
- III. SPSC Action (C. Yensan)
 - a. SPSC approved the committee's recommendation of transferring Grigg 267 to Research & Economic Development. Decision is endorsed by the Chancellor.
- IV. Update- Director of University Space Management & Utilization Search (P. Jones)
 - a. Search has been narrowed from about 60 candidates.
 - i. Search Committee phone interviews were conducted with 8 candidates
 - ii. On campus interviews will take place with 3 final candidates on Dec. 12th, 16th, & 17th.
 - iii. Candidates will interview throughout the day including with the Search Committee, Provost Lorden, and Vice Chancellor Hardin.
 - iv. Candidates will be required to conduct a 15 minute presentation on integrated space management. SMAC Members will be invited to these presentations.
 - v. All candidates have university experience in space management.
 - vi. Position will assume the role of chair of SMAC.
- V. Facilities Planning Updates (N. Patel)
 - a. Facilities Planning is working with Dr. Raja on moving forward with renovations of swing space.
 - b. Admissions is proposing additional space. Additional information to be provided to committee at upcoming meeting.
- VI. Update on Sale of Ben Craig Center (R. LaLiberte)
 - a. The University received 5 offers on the Ben Craig Center and has accepted 1. The contract has been sent to the perspective buyer and is awaiting confirmation.
 - b. Once contract is confirmed, notice to vacate will be given to remaining Ben Craig Center tenants.
 - c. SBTDC is scheduled to move into PORTAL December 17, 2014 and be fully operational in that space by January 2, 2015.
- VII. Update on Medical Office Building - Space in 2nd Condo
 - a. Had been on hold until seller reached out. Space could be available as early as the second calendar quarter of 2015.
 - i. SMAC members suggest review of associated reuse of this space as soon as reasonably possible.
 - b. Rte. 49 Traffic Light at South Entrance
 - i. North Carolina Department of Transportation will begin their portion of this project on March 1, 2015 which is scheduled to be completed in June 2015.

- ii. UNCC will begin their portion at the culmination of NCDOT potentially ending late summer/ fall 2015.

New Business:

- I. Informational Items/General Public Comments and Announcements
 - a. None offered.

- II. Space Requests
 - a. King 119B- designate as telecom room for King Building
 - i. 100.2 sf
 - b. King124- Student Affairs request for new Business Manager position
 - i. 169.16sf
 - c. King 118, 119A, 119, and 122- Student Affairs request for new Title IX Compliance Office
 - i. 544.11 sf
 - d. Motion: To approve all space requests as a bundle recommendation to SPSC and Chancellor (J. Raja; K. Hyatt)
 - e. Discussion:
 - i. C. Yensan advised that the Chancellor's Office endorses the space request for the Title IX compliance office.
 - ii. N. Patel indicated that he expects no barriers to retrofitting the King 119B space to a telecom room as proposed.
 - f. Motion to accept all space requests and recommend such to the SPSC and Chancellor is unanimously approved.

- III. Intent to Vacate Submittals
 - a. None submitted.

- IV. Role of SMAC in Future Capital Improvement Projects (C. Yensan)
 - a. Important to continue to think about the role of SMAC in order to gain clarity not only for current members but also for the new Director of University Space Management position.
 - b. J. Raja suggested that once a semester the auxiliary funded units make a report to SMAC in order to keep everyone updated about associated facilities and space planning and usage.

- V. Member Items and Announcements
 - a. Status on RDH renovation possibilities
 - i. Housing office to RDH - In a renovated state, the RDH could be potential home for a main Housing and Residential Life office. This would allow the student housing staff to be centrally located instead of dispersed across campus.
 - ii. Admissions- As of yet a welcome center is not a part of Master Plan. Potential for location in RDH.
 - b. Kim Buch & Sean Langley intend to request a permanent space allocation for the 49er Food Pantry to be operational mid/late summer 2015 ahead of the start of the new academic year.
 - i. C. Yensan will meet with them to update on the process of gaining space and suggesting that they present to the SMAC in early 2015.
 - c. Space Request and Intent to Vacate for future meeting - P. Jones indicated that Classroom Support and Building Environmental Services desire to switch office spaces.
 - d. P. Jones indicated that Colvard project on schedule and is set to be complete by February 2015.

- VI. Adjournment
 - a. Motion made for meeting adjournment placed on (J. Raja; P. Jones).
 - b. Motion approved unanimously. Meeting adjourned at 1:40pm.
 - c. Next Meeting: Thursday, December 18, 2014, 1:00- 2:00pm, Reese 524C